

EXAMINATION ANNOUNCEMENT

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
DEPARTMENTAL PROMOTIONAL



CALIFORNIA STATE DEPARTMENT OF

Insurance

SALARY RANGE \$3,764 - \$4,576

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION AGE OR SEXUAL ORIENTATION

How to Apply	<p align="center">FINAL FILING DATE: CONTINUOUS</p> <p align="center">DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p> <p align="center">Send application to: Department of Insurance 300 Capitol Mall, 13th Floor Sacramento, CA 95814 Attention: Stefanie Abdelnour</p> <p>Application (form STD678) will be <i>continuously accepted</i>, no final filing date. Applications must have an original signature. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.</p>
Requirements for Admittance to the Examination	<p>Applicants must have a permanent civil service appointment with the Department of Insurance by the application filing date, in order to take this examination. Or, applicants must be a current or former employee of the legislature for two or more consecutive years as defined in Government Code Section 18990. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. All applicants must meet the educational and/or experience requirements by the examination cut-off date.</p> <p align="center">MINIMUM QUALIFICATIONS</p> <p align="center">Either I</p> <p>One year of experience performing the duties of a Staff Services Analyst, Range C. Experience in State service must be in the Staff Services Analyst (Range C) classification only.</p> <p align="center">Or II</p> <p>Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.</p> <p>State experience applied toward "Pattern II" must include at least one year in a class at a level of responsibility equivalent to that of a Staff Services Analyst, Range C.</p> <p align="center">AND</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p>Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment. (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience.)</p>
Testing Period	A candidate may be tested only once during any testing period. The testing period for this examination is 12 months.
Special Personal Requirements	Demonstrated ability to act independently, open-mindedness, flexibility and tact.
Position Description	This is the full journey level. Incumbents perform the more responsible, varied and complex technical analytical staff services work and continually provide consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects. Positions are located at various sites within the Department of Insurance.
Examination Information	<p>This examination will consist of a supplemental application and a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.</p> <p align="center">SUPPLEMENTAL APPLICATION COMBINED WITH A QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Applicants who meet the minimum qualifications for the examination will be sent a supplemental application. Applicants who do not complete the supplemental application will be disqualified from the examination.</p>

S E E R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N

Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <table> <tr> <td>A. Knowledge of:</td><td>B. Ability to:</td></tr> <tr> <td>1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis.</td><td>1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.</td></tr> <tr> <td>2. Governmental functions and organization.</td><td>2. Develop and evaluate alternatives.</td></tr> <tr> <td>3. Methods and techniques of effective conference leadership.</td><td>3. Analyze data and present ideas and information effectively both verbally and in writing.</td></tr> <tr> <td></td><td>4. Consult with and advise administrators or other interested parties on a wide variety of subject matter areas.</td></tr> <tr> <td></td><td>5. Gain and maintain the confidence and cooperation of those contacted during the course of work.</td></tr> <tr> <td></td><td>6. Coordinate the work of others, act as a team or conference leader.</td></tr> <tr> <td></td><td>7. Appear before legislative and other committees.</td></tr> </table>	A. Knowledge of:	B. Ability to:	1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis.	1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.	2. Governmental functions and organization.	2. Develop and evaluate alternatives.	3. Methods and techniques of effective conference leadership.	3. Analyze data and present ideas and information effectively both verbally and in writing.		4. Consult with and advise administrators or other interested parties on a wide variety of subject matter areas.		5. Gain and maintain the confidence and cooperation of those contacted during the course of work.		6. Coordinate the work of others, act as a team or conference leader.		7. Appear before legislative and other committees.
A. Knowledge of:	B. Ability to:																
1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis.	1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.																
2. Governmental functions and organization.	2. Develop and evaluate alternatives.																
3. Methods and techniques of effective conference leadership.	3. Analyze data and present ideas and information effectively both verbally and in writing.																
	4. Consult with and advise administrators or other interested parties on a wide variety of subject matter areas.																
	5. Gain and maintain the confidence and cooperation of those contacted during the course of work.																
	6. Coordinate the work of others, act as a team or conference leader.																
	7. Appear before legislative and other committees.																
Eligible List Information	<p>A departmental promotional eligible list will be established for the Department of Insurance. Names of successful competitors will be merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after the list is established.</p> <p>Career Credit and Veterans preference points will not be granted in promotional examinations.</p>																

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

FINAL FILING DATE: CONTINUOUS TESTING

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3303 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3303 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Insurance offices, State Personnel Board offices, and local offices of the Employment Development Department and on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidates is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

Department of Insurance
Human Resources Management
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3393

RELEASE DATE: 08/09/2000
AE/SA